

NOTICE OF JOB OPENING

June 20, 2016

JOB CLASSIFICATION: Animal Services Officer

The City of Benton Animal Control Department is accepting applications for the above position. A job description outlining job responsibilities and qualifications is attached.

Grade 8: Entry Level \$25,861 - \$38,791

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application is available from the Human Resources Department or a printable application is available on line at www.bentonar.org.

**CITY OF BENTON, ARKANSAS
JOB DESCRIPTION**

JOB TITLE: Animal Services Officer

DATE: 07/10

DEPARTMENT: Animal Control

GRADE: 8

DIVISION: City General

FLSA STATUS: Non-exempt

REPORTS TO: Animal Services Supervisor

EEO CATEGORY: Skilled Craft

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: To enforce animal laws and ordinances and perform humane disposal of animals.

ESSENTIAL JOB FUNCTIONS:

1. Operates a light duty truck to patrol the City; maintains vehicle in clean and sanitary manner.
2. Captures and restrains animals by using ropes, snares, and tranquilizer dart guns; transports captured animal to Animal Services Center.
3. Investigates alleged violations of animal laws and ordinances; interviews suspected violators and witnesses and gathers appropriate physical evidence; obtains and serves seizure warrants.
4. Issues citations and warnings to violators; testifies in court.
5. Answers questions and provides information to the general public regarding animal laws, ordinances, and procedures.
6. Maintains files of each investigation; maintains record cards for each animal impounded; prepares daily reports of work and mileage.
7. Tranquilizes and euthanizes animals by injections; maintains accurate euthanasia records.
8. Performs surgical animal decapitations and prepares specimens for shipment to the State Health Department.
9. Serves on call outside normal business hours, including nights, weekends, and/or holidays as required.
10. Other duties as assigned.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Disposes of dangerous, injured and dead animals found on the street.
2. Serves as backup to the Animal Services Kennel Master.

Budget Responsibility:	\$ N/A Annual dollars
Facilities and Equipment Responsibility:	\$ 40,000 total value

SUPERVISORY RESPONSIBILITIES

None

RESPONSIBILITY FOR FUND, EQUIPMENT AND PROPERTY: \$5,000 – \$150,000

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the laws and ordinances governing animal control operations.

Knowledge of the various breeds of domestic animals and their behavioral characteristics.

Knowledge of the handling and general care of domestic animals.

Knowledge of the procedures for euthanasia of animals by lethal injection.

Knowledge of city streets and subdivisions.

Skill in the operation of an automatic transmission automobile.

Skill in the operation of animal capture devices, including tranquilizer guns.

Skill in administering injections.

Skill in operation of a two-way radio.

Ability to read and interpret laws and ordinances pertaining to animal control operations.

Ability to prepare detailed investigation reports.

Ability to maintain detailed files and records.

Ability to perform euthanasia and surgical decapitations procedures.

These knowledge, skills, and abilities are usually, although not always, acquired through completion of high school and one (1) year of experience in the care of domestic animals. Equivalent combinations of education and experience will be considered.

EDUCATION AND EXPERIENCE:

High school diploma or GED and 12 – 18 months of related experience and/or training; must possess a valid Arkansas Driver's License before employment and maintain licensure for the duration of employment in this position.

Must possess a valid Arkansas Driver's License before employment and maintain licensure for the duration of employment in this position.

Must possess Arkansas Certification of Training for Animal Euthanasia within six (6) months of employment and maintain certification for duration of employment.

Must be available to work nights, holidays and weekends as required.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

- \$5,000 - \$150,000

INTERNAL COMMUNICATIONS

Limited contacts within the department and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with the general public, Police Departments, Courts and other outside representatives as needed.

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Yes	No
Lifting (lbs.)	100	
Carrying (lbs.)	100	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working from a ladder)	X	
Use of Hands to Finger, Handle, or Feel	X	
Physical Coordination (simultaneous use of hands, arms, feet and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	
Distance Visions (clear at 20 feet or more)	X	
Color Vision	X	
Depth Perception	X	
Hearing	X	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job.

	Yes	No
Outdoor Weather Conditions	X	
Wet, Humid Conditions (non-weather)		X
Work Near Moving Mechanical Parts		X
Work in High, Precarious Places	X	
Fumes or Dust	X	
Toxic or Caustic Chemicals	X	
Extreme Heat (non-weather over 90 degrees F.)		X
Low Noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	X	
Loud Noise (e.g., jackhammer, heavy motorized equipment)		X